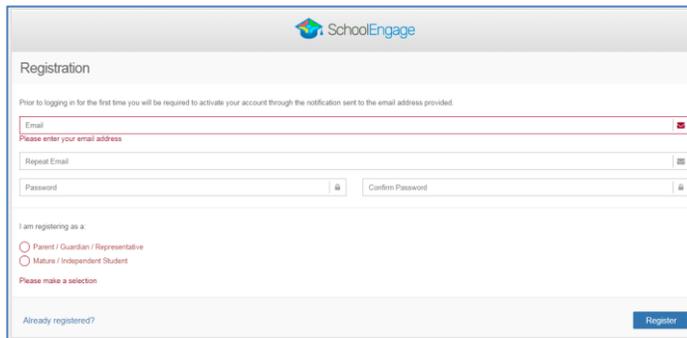


SchoolEngage is a communication tool that interacts between students, parents and school. Key functionality includes on-line forms that provide a user-friendly means to register new students, complete forms for existing students as well as validate and update information.

New Family/Adult student to the District.
Use this only if you have no active students in our Division
click on “Are you ready to register?” and *create a new Account via SchoolEngage.

If Parents or Adults are returning to register (example you were in Chinook’s Edge School Division 2 yrs. ago) Follow these steps below, when typing in your email, if you have previously used this address you will get a message “Email address already exists”, click on “Forget Password” and it will reset your password to get in.

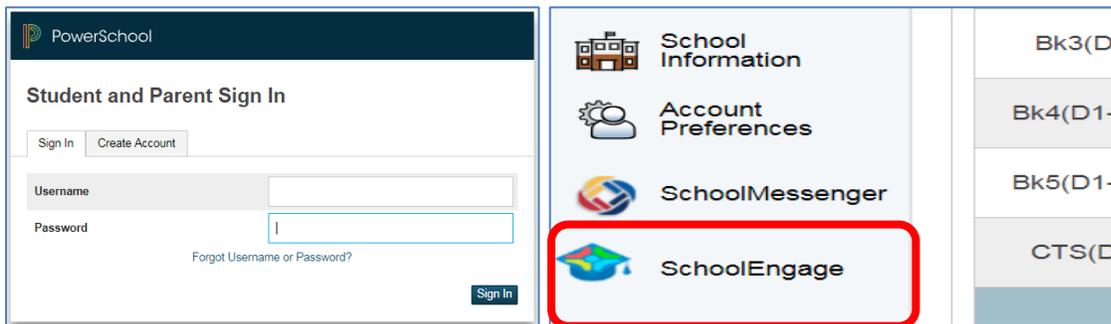
Create a new account or sign in if you have already created an account.



Once the account is created you will receive an email, you must open the email and validate the registration in order to be able to continue the SchoolEngage registration. You still need to sign into SchoolEngage to complete the proper year Registration form. Go to Page 2 “Let’s Get Registered”

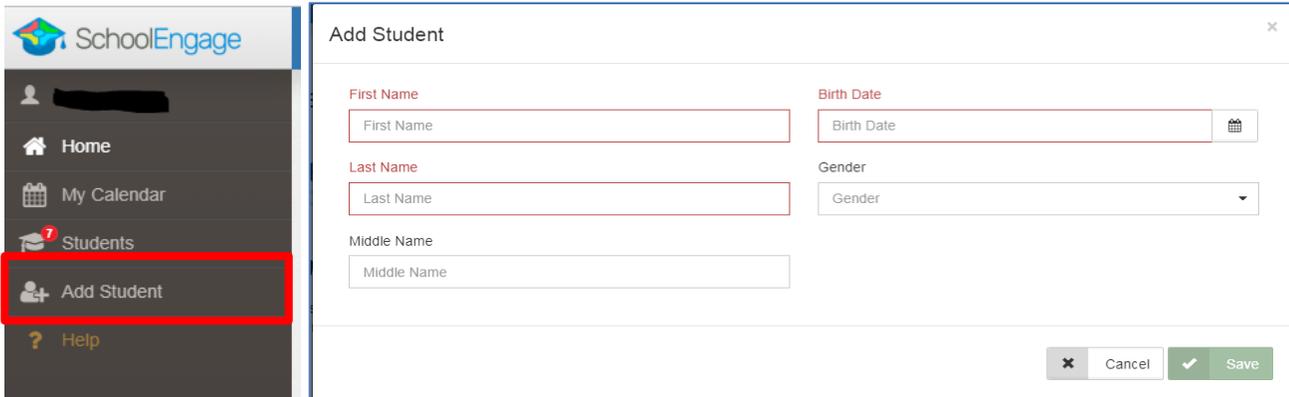
I have active Students within CESD Division
 Sign into your existing Parent Portal account, which you can find the link on the CESD Website under Quick links> Parents/Students > PowerSchool

Please sign in and look to the bottom left hand side in your menu to find the tab

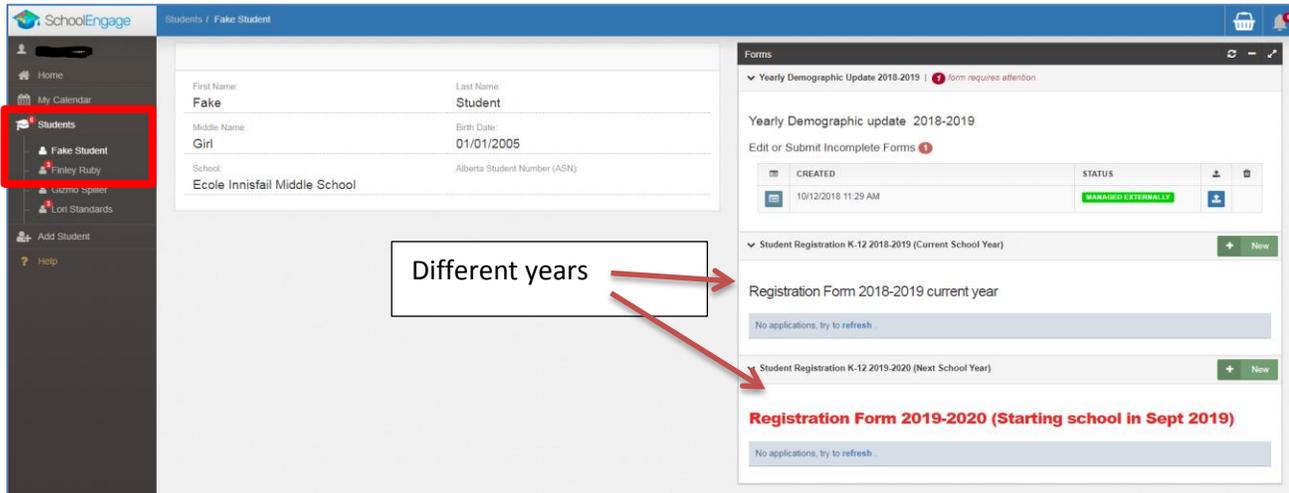


Let's Get Registered

1. **CLICK** on Add New Student and fill in information



2. Click on your child's name you need to register. Please click on **New** in the proper Registration Form for the year on the right side. If you fill out the wrong year, you will be asked to do it again. *Tip: Transferring from school to school you don't need to add Student, just click on their name and select the proper registration form.*



Tips for completing your Student Registration

- Use the > Arrows in the top corner to proceed to the next page.
- There are a couple of fields that are mandatory and you will not be permitted to progress to the next page until they are completed. The field will be highlighted red.



- Some fields have a specific format such as phone numbers etc. 403-555-5555.

- **RED X** on the right side in the box –If you have made a mistake in a field, you can click on the X to clear it and then continue.
- To go back to the previous screen you can use the page numbers, but only if you have completed the mandatory information.
- Make sure to Save at any time, you can also leave the Application and come back at any time.
- You will then receive an email confirming it was either Submitted, Approved and or Unprocessed.

Page one - Student Information

- What School year are you applying for
- Previous school history
- School applying for/grade/start date
- Legal Name/ DOB will fill in from your first page. Your name and DOB must match your Legal Vital Statistics Documentation.
- AKA preferred name will fill in from your first page. You can change your preferred name in this area.
- Student information home phone/ cell phone

> Upload of documentation available (Pick your file category ex: Birth Cert.)

Right click on picture and drag and drop into box or browse for file

- Mailing Address –Required. Postal code must formatted with capital letters and numbers.
- Physical Address- Please fill in required fields.
- Legal Land Address
- Use the > to go to next page

Page Two –Citizenship Status

- Please fill in the proper citizenship status > Upload of documentation available
Tip: if you uploaded your Birth Certificate on the first page it will show here as well (you will only need to upload it once)

Page Three– Student Status - Resident Information

- Please pick the appropriate status in the drop down
- Select resident contact information
Tips: If you are Independent/Adult student the program will proceed to Emergency Contacts. Dependent students will proceed to Parent or Legal Guardian Information
- Parent or Legal Guardian 1 and 2 (**#1 is required** all phone numbers need to be filled out even if they are the same) (this must be legal parents or legal guardians) others will go in Emergency contacts.
You will be asked at the school level if you do not list anyone in #2, We do need to have as much information as possible for your child's safety.
- Non-Custodial Parent Information (**Last, First** name is required. Follow this format)

Page Four Child Access –Emergency Information

- Child Access – Required to say Yes /No > Upload of documentation available
- Emergency Contacts 1,2, and 3 (Emergency 1 is required all phone numbers need to be filled out even if they are the same)

Page 5 – Medical Information/ School Messenger

- Medical emergency information
- Non-emergency information

- School messenger information
- Names of other students living in the same address attending a Chinook's Edge School

Page 6 –Most Fields are Required

- Section 23
- Aboriginal self-identification
- English as a second language
- Individual Program Plan > Upload of documentation available
- Transportation request
- FOIP
- Technology Responsible Use Terms and Conditions –You can print this off for your records with the attached link
- Media Consent Form > Name required

Page 7 – Form completion

- Youngest family member in school/district
- Parent, guardian, adult, independent email and certify the information to be true.
- Enter any special request you have here.

SAVE and SUBMIT Thank you

Please remember your registration is just an application until you receive an email that your child is approved.

The school might be in contact with you to supply more information, such as documents.